

# Office of Real Estate Appraisers



## *Equal Opportunity Employer Job Opportunity*

### **Property Appraiser Investigator Permanent — Full-time**

The Office of Real Estate Appraisers (OREA) has an opening in the Enforcement Unit for a Property Appraiser Investigator. OREA is located at 1102 Q Street, Suite 4100, Sacramento, CA 95811. **Must hold in good standing a certified residential or certified general license, issued by OREA.**

#### ***Duties of the position include:***

- Performs a variety of property appraisal reviews and investigative functions relating to the licensing of real estate appraisers and the investigation of complaints against real estate appraisers. Includes market research and analysis on all types of properties.
- Conduct investigations of complaints involving technical appraisal issues, as well as unethical or illegal activity against licensed real estate appraisers.
- Upon reviewing reports, forms an opinion as to whether the analysis, opinions and conclusions in the reports are appropriate and reasonable; determines if there have been violations of the Uniform Standards of Professional Appraisal Practice (USPAP) and/or other federal and state laws and regulations.
- Appears as a witness to present facts and evidence supporting administrative action or criminal prosecution at legal and administrative proceedings.
- Conduct on-site field reviews or audits of appraiser records.
- Interpret and explain Enforcement policies and procedures, federal standards of competency and professional ethics, as well as federal and state law and regulations to members of the appraisal industry, financial institutions, government agencies, and the public.

#### ***Necessary Requirements:***

- Thorough knowledge of the Uniform Standards of Professional Appraisal Practice (USPAP).
- Knowledge of Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989.
- Must hold in good standing a certified residential or certified general license, issued by OREA.
- Ability to prepare and write detailed investigative correspondence and reports.

#### ***Desirable Qualifications:***

- Ability to manage time and activities to complete concurrent assignments timely.
- Ability to work well independently or as a team member.
- Flexibility and willingness to adapt to changes in priority and/or workload demands.
- Effective written and verbal communication skills. Excellent skills in problem analysis and resolutions.
- Willingness to travel on a minimal basis.
- Excellent attendance.
- Experience with database software, Microsoft Excel, and Word.

**Salary:** Property Appraiser/Investigator \$4580 - \$5566

#### ***Who may apply:***

Current State employees at the Property Appraiser Investigator level, individuals who are transferable to the class or those with list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please attach SROA/Surplus information to your application. Please indicate RPA #09-010 on your State application.**

#### ***Submit Applications to:***

Department of Real Estate – Human Resources  
P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0802

#### ***For information on the position contact:***

Elizabeth Seaters  
Supervising Property Appraiser Investigator  
Enforcement Unit  
(916) 552-9742

**California Relay Service:** 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

### **Final Filing Date: March 11, 2010**

Applications, whether filed in person or by mail, must be received in the Human Resources Office no later than 5:00 p.m. on the above date

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be invited to interview.

**Applications may be obtained from the SPB website at <http://www.spb.ca.gov>.**